The Human Resource Directors Advisory Committee convened on July 30, 2010 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Sandra Bowman, Eastern Illinois University; Chuck Phillips, Eastern Illinois University; Bob Lael, University of Illinois at Springfield; Robbie Witt, University of Illinois at Urbana/Champaign; Maureen Parks, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Tanya Wood, University of Illinois Administration; Susan Veach, University of Illinois – DSCC; Khris Clevenger, Illinois State University; Gail Bradshaw, Governors State University; Andrew Lenhardt, Southern Illinois University Edwardsville; Greg Crook, Southern Illinois University Edwardsville.

The following persons were in attendance via teleconference: Pam Bowman, Western Illinois University; Marta Maso, Northeastern Illinois University; Jodi Tyrrell, Northern Illinois University; Jennifer Watson, Southern Illinois University Carbondale; Deb Bigger, University of Illinois School of Medicine Rockford; Jami Painter, University of Illinois Administration; Mirta Mendez, University of Illinois at Chicago; Anniese Lemond, University of Illinois at Chicago; Stephan Katz, University of Illinois at Chicago.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Mary Follmer, Assistant Director, Legal Services; and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1)   **Update on Proposed Furlough Rule**

        The Committee was informed that the Merit Board took action to withdraw the proposed furlough rule. A formal notice to JCAR has been sent. This topic may be revisited at a later date.

2)   **Update on Pilot Program Sub-Committee Activities**

The Committee was updated on the recent activities of this sub-committee, which was directed to specifically review the details of the Pilot Program, outlining advantages and issues, and offering some ideas on future development of this program. The sub-committee had reviewed the history of its development, numbers of employees, and related employment protocols.

The University System Office informed the Committee that this program is scheduled to discontinue in the fall 2011, so some modification may be necessary to the employment protocols regarding these classifications. **The University System Office confirmed that these classifications in this program would continue to exist in the class plan, but that certain employment protocols may have to be modified in accordance with standardized civil service guidelines.** The credentials assessment model and scoring parameters for entry into these classifications would continue. However, there was some question regarding register maintenance and removal of candidates. *The University System Office will be developing procedural changes and etest modifications to incorporate these classifications into our standardized classification plan.*

3) **Data Collection – Employee Served/Quarterly Reports**

Current procedures require the collection and compilation of various data elements related to the various employment categories contained in the University System. The University System Office is attempting to establish the most efficient electronic format for the collection of information, consistent with procedural requirements. *The University System Office will continue to work with NIU and SIUE to formulate an efficient electronic format for the collection of raw data information to prepare these reports.*

4) **Update on Class Plan Activities**

The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. The Committee was informed of the distribution of a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Program Administrative Assistant. Based on these survey results, these jobs appear quite similar and should be consolidated. There is no indication that different testing parameters and MAQs should be established for each classification. Several questions and concerns were expressed regarding this process and the job analysis results. *The Committee was asked to consider the possibility of deleting one of these classifications or discontinuing any future use of at least one of these. All employers were asked to offer their suggestions on this possibility as soon as possible.*

5) **Update on IT Development Activities**

The Committee was informed of the new typing test to be distributed soon. They were also updated on the status of the new University System website.

6) **Legal Update**

Mary Follmer provided a brief update of legal activities. Mary reviewed some of the procedural changes that may be required in transitioning the Pilot Program classes to our standardized class plan management process. The Committee was undated on various discharge cases.

Specifically, the Rettig case was discussed. This case was initially a Director's Review decision which was remanded back to the Merit Board for a discharge hearing.

7)   Other System Office Activities

The Committee was updated on various University System Office activities including:

- *Budget Update*
  The Committee was informed of the current agency budget status and the presentation of the FY 2011 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has built reserves in their FY 2010 budget in response to the poor economic environment.

- *Audit Schedule*
  The Committee was informed of the audit schedule for the current fiscal year. The Committee was asked their opinion of whether the Final Audit Report for each institution should be posted at the SUCSS public website. The University System Office indicated that these documents were open to the public anyway and that they have received a greater number of Freedom of Information Act requests for these.

8)   Meeting Schedule

The next Committee meeting is scheduled for November 5, 2010. Committee members were urged to present any new agenda items.